CONFIRM V.A. Stezhko

Director, BelAm Project

## Prospective Plan of BelAm Project For 1999

| ## | Activity to be performed  | Terms of implementation | Responsible executives  |
|----|---|-------------------------|---|
|    | Administrative Group  |                         |   |
| 1. | Provide administrative support to the units of the project with respect to cohort establishment | during a year           | V.A. Stezhko,<br>Vice-Director on                                     |
| 2. | Sign financial agreement with NCI for 1999.   | I quarter               | Science V.A. Stezhko, Vice-Director on Science                        |
| 3. | Prepare an order of the Ministry of Health regarding the structure of the Project for 1999      | I quarter               | V.A. Stezhko,<br>Vice-Director on                                     |
| 4. | Review together with US experts a possibility of Gomel branch opening                           | during a year           | Science V.A. Stezhko, Vice-Director on Science                        |
| 5. | Provide publicity of the Project in mass media of Belarus                                       | during a year           | V.A. Stezhko,<br>Group Leaders  |
| 6. | Prepare documents for the Ministry of Foreign Affairs to arrange multiple visas for US experts  | I quarter               | V.A. Stezhko.<br>N.R. Lesnikova                                       |
| 7, | Arrange improvement of working conditions for units of the Project                              | during a year           | V.A. Stezhko,<br>Vice-Director on<br>Science,                         |
| 8. | Provide administrative support for mobile team at the places of subjects examination            | during a year           | V.A. Rzheutsky V.A. Stezhko, Vice-Director on Science, V.A. Rzheutsky |

| ##  |   | Terms of                    | Responsible                     |
|-----|---|-----------------------------|---------------------------------|
| ''' | Activity to be performed  | implementation              | executives                      |
|     | Data Coordinating Center  |                             |                                 |
| 1.  | Cohort selection  |                             |                                 |
|     | • Perform additional selection of subjects, further   | 1 quarter                   | N.R. Lesnikova                  |
|     | search in general base of 39000 человек   | -                           |                                 |
|     | Prepare lists of cohort subjects with provisional   | monthly                     | N.R. Lesnikova                  |
|     | addresses for epi group   |                             | L.B. Gladkova                   |
|     | Print letters together with epi group   |                             | N.R. Lesnikova                  |
|     | - Quality control of anidomiclocical data autor to the  |                             | L.B. Gladkova<br>N.R. Lesnikova |
|     | Quality control of epidemiological data entry to the data base  |                             | L.B. Gladkova                   |
|     | data base   |                             | D.D. Gladrova                   |
| 2.  | Design software for epidemiological subsystem   |                             |                                 |
|     | Design program for automatic process of subjects  | I quarter                   | N.R. Lesnikova                  |
|     | searching   | _                           | L.P. Baturina                   |
|     | Design software for cohort maintenance and tracing  | II-I quarters               |                                 |
|     | "no responce"   | 7.77                        | N.R. Lesnikova                  |
|     | Modernization of Data Management procedure while  | I-II quarters               | L.P. Baturina                   |
|     | <ul> <li>arranging mobile activity</li> <li>Develop procedure of Data Management at the step</li> </ul> | III-IV quarters             | N.R. Lesnikova                  |
|     | of introducing of Project Branch in Gomel   | in iv quarters              | N.R. Lesnikova.                 |
|     | a three death of the post of the control  |                             | 11.10. Ecommota.                |
| 3.  | Design Data Entry Programs and Their Testing:   |                             |                                 |
|     | Screening conclusion and recomendations   | I II quarters               | N.R. Lesnikova                  |
|     | Fine-Needle biopsy  | I II quarters               | L.P. Baturina                   |
| }   | Cytological examination   | I II quarters               | L.P. Baturina                   |
|     | <ul> <li>Pathomorphological examination</li> <li>Hospitalization form</li> </ul>                        | I II quarters I-II quarters | L.P. Baturina<br>N.R. Lesnikova |
|     | Adverse events report   | II quarters                 | L.P. Baturina                   |
|     | No response form  | II-III quarters             | L.P. Baturina                   |
|     | 110 105p0135 10111  | II-III quarters             | 5 5                             |
| 4.  | Pass to Screening Center the following data entry   |                             | N.R. Lesnikova.                 |
|     | programs:   |                             | L.P. Baturina                   |
|     | Adverse events report   | III-IV quarters             |                                 |
|     | Fine-needle biopsy  | III quarter                 |                                 |
|     | Cytological examination  Pethanian hala significant assertions.   | III quarter                 |                                 |
|     | Pathomorphological examination  | III quarter                 |                                 |
| 5.  | Prepare progress reports and quality control reports of   | during a year               | N.R. Lesnikova                  |
| J.  | cohort selection, screening scheduling, patients flow   | aming a year                | L.P. Baturina                   |
|     | during examination, and data entry progress   |                             |                                 |
| _   |   |                             | - v -                           |
| 6.  | Design software for review and quality control  |                             | N.R. Lesnikova                  |
|     | epidemiological data     medical screening data   | T T37                       | L.P. Baturina                   |
|     | laboratory tests data   | I-IV quarters               |                                 |
|     | <ul> <li>hospitalization data</li> </ul>  |                             |                                 |
|     | <b>F</b>  |                             |                                 |
|     |   |                             | <u></u>                         |

| ##    | Activity to be performed   | Terms of        | Responsible      |
|-------|--|-----------------|------------------|
|       | Activity to be performed   | implementation  | executives       |
| 7.    | Transfer to DCC data entered to local computers of   | weekly          | L.B Gladkova     |
|       | Screening Center and Central Laboratory, and their   |                 |                  |
|       | quality control  |                 |                  |
|       | D  | ¥ 777           | ***** ** 1.      |
| 8.    | Design procedures for thyroid images processing, set up  | I-IV quarters   | V.V. Ryzhkov     |
|       | data base of thyroid images  |                 | •                |
| 9.    | Program-informational support of dosimetry group with  | quarterly       | N.R. Lesnikova   |
|       | respect to data base of direct measurements  | 4               |                  |
|       |  |                 |                  |
| 10.   | General system questions:  |                 |                  |
|       | Updating of settlement reference   | quarterly       | N.R. Lesnikova   |
|       | Track certification of personnel   | II-III quarters | L.B. Gladkova    |
|       | <ul> <li>Track delivery and distribution of equipment</li> </ul>   | II-III quarters | A.V.Kuvshinnikov |
|       | <ul> <li>Update data entry programs of epidemiological and</li> </ul>  |                 | N.R. Lesnikova   |
|       | screening subsystems basing on the results of their  |                 | L.P. Baturina    |
|       | activity in 1998   | III quarter     | L.B. Gladkova    |
|       | • Develop process of DCC DB replication with local   |                 | N.R. Lesnikova   |
|       | DBs of Screening Center and Central Laboratory   | IV quarter      | L.P. Baturina    |
| 11.   | Update Operational Manual and Project forms  | quarterly       | N.R. Lesnikova   |
| * * * | The state of the s | quarterry       | TTIK. Destilkova |
| 12.   | Prepare Project quarter reports  | quarterly       | N.R. Lesnikova   |
|       |  | , ,             | B.U. Leushev     |

| ## | Activity to be performed  | Terms of implementation | Responsible executives           |
|----|---|-------------------------|----------------------------------|
| •  | Epidemiology gtoup  |                         |                                  |
| 1. | Provide reference of cohort subjects to the examination in the Dispensary   | during a year           | E.E.Buglova                      |
|    | receive and process mail  | during a year           | Berlin,Kaleyko                   |
|    | • Complete and entry to epi DB epidemiological forms  |                         | Berlin, Kaleyko                  |
|    | Quality control of epidemiological data entry   |                         | L.V.Kulkova                      |
|    | • Maintain contact with provisional cohort subjects (postpone the date of the visit when preliminary consent, trace "reserve" group   |                         | L.V.Kulkova                      |
|    | Contact Health Care Institutions, Home Affair<br>Ministry for addresses clarification of provisional cohort<br>subjects   |                         | L.V.Kulkova<br>A.P.Skalyzhenko   |
|    | • Joint activity with Screening Center, Dosimetry Group to clarify of weekly results of cohort selection and make decision for implementation of the schedule of subjects examination in accordance with invoice. |                         | L.V.Kulkova                      |
|    | Generate monthly registration log (together with DCC)   |                         | L.V.Kulkova                      |
|    | Compose files of provisional cohort subjects to be examined by mobile team (together with DCC)  |                         | L.V.Kulkova                      |
|    | •Enter to epidemiological DB address information of cohort subject received from special source of search   |                         | Berlin,Kaleyko                   |
| 2, | Maintain Cohort   | during a year           | E.E.Buglova                      |
|    | •Schedule visits for repeated examination (set up mail base for subjects invited for repeated examination)  |                         | L.V.Kulkova                      |
|    | •Compile file of subjects for mailing them greeting letters (together with DCC)   |                         | L.V.Kulkova                      |
|    | Prepare and complete electronic variant of mail form  |                         | Berlin,Kaleyko                   |
|    | Print and mail letters with invitation to examination invited for repeated examination  |                         | Berlin,Kaleyko<br>Fajzrakhmanova |
|    | Complete and enter to epid DB Initial Abstract Form (demography) and Death form   |                         | Berlin,Kaleyko                   |
|    | <u> </u>  | 1                       | I                                |

| ##       | A -44  | Terms of       | Responsible  |
|----------|--|----------------|--|
|          | Activity to be performed   | implementation | executives   |
| 3.       | Process epidemiological information for cohort subjects  | during a year  | E.E.Buglova  |
|          | • Collect information of revealed death cases. Complete forms  | during a year  | A.P.Skalyzhenko  |
| <u> </u> | Test Death Form entry to epid DB   | I quarter      | L.V.Kulkova  |
|          | Update the second part of Initial Abstract Form (diseases). Prepare instructions of its completing   | I-II quarters  | L.V.Kulkova<br>A.P.Skalyzhenko                               |
|          | Complete Initial Abstract Forms (diseases) following making final diagnosis to cohort subject  | during a year  | L.V.Kulkova<br>A.P.Skalyzhenko                               |
|          | • Enter to epid DB data of Initial Abstract Form (diseases)  | during a year  | Berlin,Kaleyko   |
| 4.       | Set up primary DB for children exposed in utero  | during a year  | Fajzrakhmanova<br>S.V.Berlin                                 |
| 5.       | Review the results of cohort establishment through various directions that could be used for improvement of efficiency of contacts with subjects | during a year  | O.Rogovtseva<br>E.E.Buglova<br>A.Golovneva<br>L.V.Kulkova    |
| 6.       | Design a part of Operational Manual regarding quality control of epi group activity  | I quarter      | A.P.Skalyzhenko<br>E.E.Buglova<br>L.V.Kulkova                |
| 7.       | Design and test query subsystems to review epidemiological information   | I-II quarters  | A.P.Skalyzhenko<br>E.E.Buglova<br>L.V.Kulkova                |
| 8.       | Prepare request for materials and supply   | I quarter      | A.P.Skalyzhenko<br>E.E.Buglova                               |
| 9.       | Coordinate activity of mobile team   | quarterly      | E.E.Buglova  |
| 10.      | Data review, prepare report  | quarterly      | E.E.Buglova<br>A.Golovneva<br>L.V.Kulkova<br>A.P.Skalyzhenko |

| ##  | Activity to be performed   | Terms of implementation | Responsible exacutives                |
|-----|--|-------------------------|---------------------------------------|
|     | Screening Group of the Dispensary  |                         |                                       |
| 1.  | Perform screening examination of 2.400 subjects (about 600 subjects per quarter)         | during a year           | V.A.Rzheutsky<br>N.G.Litvinova        |
| 2.  | Arrange 7 trips of mobile team to examine cohort subjects in Gomel and Mogilev oblasts   | I-IV quarters           | V.A.Rzheutsky<br>N.G.Litvinova        |
| 3.  | Conduct 10-days training course in the Dispensary for the staff of Gomel Screening Group | II quarter              | V.A.Rzheutsky                         |
| 4.  | Conduct meetings together with experts with respect to continuity of work                | monthly                 | V.A.Rzheutsky,<br>experts             |
| 5.  | Quality control of forms completion  | daily                   | N.G.Litvinova                         |
| 6.  | Quality control of equipment   | monthly                 | Chief of Department ultrasonographers |
| 7.  | Finish off Operational Manual and clinical forms   | III quarter             | N.G.Litvinova,<br>experts             |
| 8.  | Certify personnel of Screening Group   | II quarter              | N.G.Litvinova,<br>experts             |
| 9.  | Continue setting up DB in the Dispensary based on the results of subjects screening      | during a year           | N.G.Litvinova                         |
| 10. | Move to new building   | II quarter              | N.G.Litvinova                         |
| 11. | Prepare request for materials and supply   | II quarter              | N.G.Litvinova                         |

| Activity to be performed  |  | Responsible  |
|---|--|--|
| •   | implementation   | executives   |
| Central Laboratory  |  |  |
| Provide examination of up to 2.500 subjects per year            |  |  |
| •   | routinely  | E.A.Vengurova  |
| 1 /   |  |  |
| •   |  | E.A. Vengurova   |
|   | routinely  | V.G.Balakleevskaya   |
| subjects  |  | V.A. Zajtsev<br>N.N. Gomolko   |
| 15 A A C11  |  | V.A. Zajtsev   |
|   | routinely  | V.r.s. Zajisev   |
| 1   | *antimale  | V.G.Balakleevskaya   |
|   | rounnery   |  |
|   | routinely  | N.N. Gomolko   |
| 1   | 102,111,01,  |  |
| ,   |  |  |
| '   | routinely  | V.G.Balakleevskaya   |
| 3) selective repeated test of samples through all               | routinely  | V.A. Zajtsev<br>S.V. Petrenko  |
| methods of examination  | monthly  | S. v. Fettenko   |
| 4) Lab equipment readings                                       |  | S.V. Petrenko  |
| 5) examination via Levy-Genings method                          | _  | N.N. Gomolko   |
|   | routinely  | V.G.Balakleevskaya   |
|   |  | V.A. Zajtsev   |
| •Prepare quarter report   | ove-41   | S.V. Petrenko  |
| • Estimate TSH Ab to TG and TPO and TG in blood                 | quarterty,   | N.N. Gomolko   |
| · · · · · · · · · · · · · · · · · · ·                           | routinely  | V.G.Balakleevskaya   |
| •Enter to DB results of biochemical and hormonal tests          |  | N.N. Gomolko<br>L.Y. Krylova   |
| as well as data from urine and blood collection forms of        | routinely  | L.I. Kiyiova   |
| 1997-1998   |  |  |
| <ul> <li>Perform questioning of subjects, completing</li> </ul> | i  | L.Y. Krylova   |
| · · · · · · · · · · · · · · · · · · ·                           | routinely  | _  |
| blood samples while working in field                            |  |  |
| Improve activity of Central Laboratory                          |  |  |
| •Train personnel of Central Laboratory to work with             |  | N.R. Lesnikova   |
| software for maintaining DB of cohort subjects                  | I- quarter   | S.V. Petrenko  |
|   |  | N.N. Gomolko   |
|   |  | L.Y. Krylova.  |
| Prepare request for materials and supplies                      | quarterly  | S.V. Petrenko  |
| Provide laboratory with reagents and avacaditions               | TE Bacasson  | C 37 Datas = 1   |
|   | as necessary   | S.V. Petrenko  |
| RCIRME)   |  |  |
|   | i  |  |
| Arrange operation of Central Lab in new place                   | I-II quarters  | S.V. Petrenko  |
|   | Provide examination of up to 2.500 subjects per year  Questioning of subjects, form completion, urine collection  Prepare and store blood and urine samples  Estimate iodine content in the urine of the cohort subjects  Estimate parathyroid hormones and ionized calcium in blood serum of the subjects  Estimate TSH and thyroxine in blood serum of subjects  Estimate TG content and Ab to TG and TPO in blood serum of subjects.  Perform regular quality control in:  1) filling in appropriate forms and documents  2) procedure of samples collection and storage  3) selective repeated test of samples through all methods of examination  4) Lab equipment readings  5) examination via Levy-Genings method  Prepare quarter report  Estimate TSH, Ab to TG and TPO, and TG in blood serum of cohort subjects examined in 1997-1998  Enter to DB results of biochemical and hormonal tests as well as data from urine and blood collection forms of 1997-1998  Perform questioning of subjects, completing appropriate forms, collecting and processing urine and blood samples while working in field  Improve activity of Central Laboratory  Train personnel of Central Laboratory to work with software for maintaining DB of cohort subjects  Prepare request for materials and supplies  Provide laboratory with reagents and expenditures because of their absence in US shipments (at the cost of RCIRME) | Provide examination of up to 2.500 subjects per year  Questioning of subjects, form completion, urine collection  Prepare and store blood and urine samples  Estimate iodine content in the urine of the cohort subjects  Estimate parathyroid hormones and ionized calcium in blood serum of the subjects  Estimate TSH and thyroxine in blood serum of subjects  Estimate TG content and Ab to TG and TPO in blood serum of subjects.  Perform regular quality control in:  1) filling in appropriate forms and documents  2) procedure of samples collection and storage  3) selective repeated test of samples through all methods of examination  4) Lab equipment readings  5) examination via Levy-Genings method  Prepare quarter report  Estimate TSH, Ab to TG and TPO, and TG in blood serum of cohort subjects examined in 1997-1998  Perform questioning of subjects, completing appropriate forms, collecting and processing urine and blood samples while working in field  Improve activity of Central Laboratory  Train personnel of Central Laboratory  Prepare request for materials and supplies  Provide laboratory with reagents and expenditures because of their absence in US shipments (at the cost of RCIRME) |

| ## | Activity to be performed  | Terms of implementation | Responsible executives   |
|----|---|-------------------------|--|
|    | Dosimetry Group   | •                       |  |
| 1. | Calculate via Monte-Carlo method response of DP-5 and SRP-68-01 instruments                       | I-IV quarters           | A.V.Ulanovsky  |
| 2. | Prepare revised DB of dose rate to thyroid  | III-IV quarters         | S.S.Tretiakevich<br>E.I.Shemiakina                                       |
| 3. | Collect data of milk consumption in settlements and towns   | III-IV quarters         | S.V. Trofimic  |
| 4. | Conduct interview of subjects involved in cohort  | I-IV quarters           | N.G.Garbuzova<br>E.I.Pusenkova   |
| 5. | Enter the results of interview to DB  | I-IV quarters           | T.V.Lazuko<br>N.G.Garbuzova<br>E.I.Pusenkova<br>T.V.Lazuko               |
| 6. | Maintain individual dosimetric DB   | I-IV quarters           | S.V. Trofimic<br>S.S.Tretiakevich  |
| 7. | Calculate and verify doses on the base of interview and other individual data                     | I-IV quarters           | S.S.Tretiakevich<br>E.I.Shemiakina                                       |
| 8. | Develop procedure of dose calculation for special groups of children                              | I-IV quarters           | V.F. Minenko   |
| 7. | Estimate external exposure doses, internal exposure at the cost of Cs-137 and other radionuclides | I-IV quarters           | E.I.Shemiakina<br>V.F. Minenko   |
| 8  | Develop radioecological model for I-131 transport and dose calculation                            | III-IV quarters         | V.F. Minenko   |
| 9  | Prepare sections of Operational Manual regarding dose calculation                                 | I-IV quarters           | S.S.Tretiakevich<br>E.I.Shemiakina<br>S.S.Tretiakevich<br>E.I.Shemiakina |
| 10 | Compile reports and prepare papers  | I-IV quarters           | V.F. Minenko<br>A.V.Ulanovsky  |

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| ###        | Activity to be performed  | t erms of implementation                       | executives  |
|------------|---|--|---|
|            | Quality Control Group   |  |   |
| 1.         | Expert support of screening activity:  Consult patients in diagnostically complicated cases   | during a year                                  | L.I. Danilova   |
|            | Review cases of complete and partial deviations in diagnosis  | during a year                                  | V.M. Drozd<br>L.I. Danilova<br>V.M. Drozd                       |
|            | <ul> <li>Assist in reports compiling and data analysis</li> <li>Participate in training and certification of personnel</li> </ul>   | quarterly<br>according to the<br>plan of units | O.N. Polianskaja<br>L.I. Danilova<br>V.M. Drozd                 |
| 2.         | <ul> <li>Update Operational Manual and Project Forms</li> <li>Advisory activity in updating of Operational Manual</li> <li>Make changes to Operational Manual: Sections 5,6         Laboratory examination 5.2.2-5.2.3.9;     </li> </ul> | during a year                                  | O.N. Polianskaja<br>together with Group<br>Leaders, experts and |
|            | Thyroid Ultrasound Examination - 5.2.45.2.4.6.3 Sections 7-8 • Advisory activity in finishing up of instructions for  | I quarter I-IV quarters during a year          | specialists<br>O.N. Polianskaja                                 |
|            | Forms filling in  • Update forms concidering previously revealed shortages:   | <b>T</b> 4                                     | O.N. Polianskaja<br>L.I. Danilova                               |
|            | Hospitalisation Form Summary of medical screening and recomendations  |  | together with Group<br>Leaders                                  |
|            | Make changes to the following forms:     Summary of medical screening and recomendations     Hospitalisation Form (Aksakovschina),  |  |   |
|            | Hospitalisation Form (National Center of Thyroid Pathology  |  |   |
|            | Maintain contacts with US specialists while making decision of forms modernisation  | during a year                                  | O.N. Polianskaja  |
|            | Work out Quality Assurance Manual:     review information of Central Laboratory, Thyroid Ultrasound Examination, Clinical Examination   | during a year                                  | O.N. Polianskaja<br>together with Group<br>Leaders              |
| 4.         | Data management  •Participate in design of Project software with respect to quality control: procedure of searching of missing forms, disagreement in diagnoses, fulfillment of protocol  | plan of DCC                                    | O.N. Polianskaja<br>L.I. Danilova<br>V.M. Drozd                 |
|            | requirements  •Participate in design of Project software with respect to development of standard report forms: report of  | _  | O.N. Polianskaja  |
| 4.         | Screening Center of revealed pathology, veryfication of diagnoses  •Participate in development of procedures for thyroid images processing, in setting up of thyroid images DB  Quality control   | according to the                               | V.M. Drozd  |
| 7.         | <ul> <li>Perform current quality control</li> <li>Prepare report of quality qontrol</li> </ul>  | during a year                                  | O.N. Polianskaja<br>L.I. Danilova<br>V.M. Drozd                 |
| <b>5</b> . | Prepare quarter reports   | quarterly                                      | O.N. Polianskaja  |

Compiled by Head of DCC

Me-e-g N. LESNIKOVA